



## Test Security Agreement

2014-2015

**Level 4 Test Administration Personnel:** test administrators, proctors, room supervisors, and/or qualified assessors

School and district personnel responsible for test administration shall read and sign a Test Security Agreement (TSA), on a form provided by the Alaska Department of Education & Early Development, affirming that they will follow the test administration procedures required by the department and the test publisher. This form must be signed annually and must be on file prior to receiving any test materials and/or administering any tests. 4 AAC 06.765 (f)(1); 4 AAC 06.761(c)

### Directions:

- Please fill out the identification section accurately.
- Read each statement carefully and initial each line to indicate that you agree to follow these procedures in the context of your role(s).
- If a line does not apply to you, please indicate by writing N/A.
- Please sign your full name and date the form.

### Identification

**Name (Last, First MI):** \_\_\_\_\_  
**District:** \_\_\_\_\_  
**School/Site:** \_\_\_\_\_

### Testing Role (check all that apply)

<p>Level 4: Classroom</p> <p><i>The district test coordinator or associate test coordinator shall assign as many test administrators or proctors to each school test center as necessary to ensure adequate supervision or monitoring of students taking the assessment.</i></p>	<p>____ English Language Proficiency (ACCESS) Test Administrator</p> <p>____ Alternate Assessment (AA) Qualified Assessor</p> <p>____ Alaska Measures of Progress (AMP) Test Administrator</p> <p>____ Science SBA Test Administrator</p> <p>____ WorkKeys Room Supervisor (1-25 students)</p> <p>____ WorkKeys Proctor (26-50 students)</p> <p>____ ACT Test Administrator</p> <p>____ SAT Test Administrator</p>
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Note: If a district employee has a signed Level 1-3 TSA on file it is not necessary to sign a Level 4 TSA.

Read **and initial** each line below. If a line does not apply to you, indicate by writing N/A.  
*By initialing I am verifying that I agree to follow these procedures as they apply to my district testing personnel duties.*

<p><b><u>Testing Location</u></b></p> <p>____ Each school test center must be secure, free of disruptions, have an established seating arrangement [as defined by test publisher], and be well lighted. 4 AAC 06.761(b) 4 AAC 06.765(f)(3)</p> <p>____ Only designated district test coordinators, associate test coordinators, proctors, or test administrators may be in the test center rooms at the time of testing students. 4 AAC 06.761(b)</p>
<p><b><u>Testing Personnel</u></b></p> <p>____ Only trained employees of the school district may participate in test administration. 4 AAC 06.761, 4 AAC 06.765, AAC 06.755</p>
<p><b><u>Training for Testing Personnel</u></b></p> <p>____ All staff participating in statewide assessment administration will attend district training and complete all required activities. 4 AAC 06.765 (f)(2)</p>
<p><b><u>Test Materials Security</u></b></p> <p>____ School and district personnel responsible for test administration shall ensure that no test or test question is copied in any manner, whether on paper or by electronic means. 4 AAC 06.76(c)(5)</p> <p>____ School and district personnel responsible for test administration shall <b>inventory and track materials, securely store materials, maintain control over the materials</b> from the time the materials arrive at the district office or school until the time the materials are returned to the test publisher. 4 AAC 06.765 (c)(1)-(d)(4)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> upon arrival in the district,</li> <li><input type="checkbox"/> when transferred from district to site(s),</li> <li><input type="checkbox"/> when distributed to test administrators within the sites,</li> <li><input type="checkbox"/> when distributed to students within rooms,</li> <li><input type="checkbox"/> when collected at the end of each session,</li> <li><input type="checkbox"/> when collected within a site,</li> <li><input type="checkbox"/> when transferred from site(s) to district office, and</li> <li><input type="checkbox"/> when returned to the test publisher.</li> </ul> <p><i>NOTE: Application of these regulations to computer-based assessments includes, but is not limited to, the following examples:</i></p> <ul style="list-style-type: none"> <li>• <i>“Controlling the storing, distribution, administration, and collection of tests” includes, but is not limited to, secure storing of the assessment on the Local Caching Server, secure use of student test tickets, ensuring students are not able to easily view others’ device screens, checking student devices to ensure that the test engine is operating properly.</i></li> <li>• <i>“Materials” includes, but is not limited to, the follow types of computer-based assessment materials: assessments stored in a Local Caching System, assessment tickets, student login/password/code details, and directions and access codes for re-activating an assessment.</i></li> </ul>

Read **and initial** each line below. If a line does not apply to you, indicate by writing N/A.

*By initialing I am verifying that I agree to follow these procedures as they apply to my district testing personnel duties.*

### **Secure Testing Practices**

\_\_\_\_ School personnel at a school test center shall ensure that no individual receives a copy of the test, or learns of a specific test question or item, before the test date and time set by the commissioner, unless knowledge of the question or item is necessary for delivery of accommodations under 4 AAC 06.775. 4 AAC 06.765 (d)(7)

\_\_\_\_ School personnel at a school test center shall ensure that no test or test question is copied, or reproduced in any manner, by an examinee or anyone else. 4 AAC 06.765 (d)(5)

\_\_\_\_ School and district personnel responsible for test administration shall ensure that all district staff involved in testing read and follow all testing procedures and manuals published by the test publisher, unless instructed otherwise by the department. 4 AAC 06.765 (f)(3)

\_\_\_\_ School personnel at a school test center shall ensure that examinees use only those reference materials allowed by the test publisher's testing procedures. 4 AAC 06.765 (d)(6)

\_\_\_\_ School personnel at a school test center shall ensure that no examinee is assisted in responding to or review of specific test questions or items before, during, or after a test session. 4 AAC 06.765 (d)(10)

\_\_\_\_ Test questions may be disclosed to a student on the date/time specified by the commissioner, testing personnel in the course of fulfilling their duties, and a test administrator if necessary to fulfill duties regarding the delivery of accommodation. 4 AAC 06.765 **Note: Testing personnel may not read test items aloud or silently to themselves or to another individual unless specifically required to provide an accommodation to an individual or student group.**

\_\_\_\_ School personnel at a school test center shall ensure that no test or test question is **paraphrased** in any manner by an examinee or anyone else. 4 AAC 06.765 (d)(5)

\_\_\_\_ School personnel at a school test center shall ensure that examinees do not exchange information during a test, except when the test procedure so specifies. 4 AAC 06.765 (d)(8)

\_\_\_\_ School personnel at a school test center shall ensure that an examinee's answer is not altered after testing is completed. 4 AAC 06.765 (d)(9)

### **Accommodations**

\_\_\_\_ A student with a disability who is on a diploma track must take all regular statewide assessments required under 4 AAC 06.710, with or without accommodations, at the appropriate grade level. A district and a student's IEP or section 504 team shall follow the *Participation Guidelines* or the *Alaska Supplement for WorkKeys Assessment* for the college and work preparedness assessment described in 4 AAC 06.717, when making decisions regarding accommodations for a student, and a district shall provide the accommodations requested by the student's IEP or section 504 team. 4 AAC 06.775(c), *Participation Guidelines*

\_\_\_\_ If a student's IEP requires a modification that violates test security, the modification will be provided only if it does not affect test security for any students other than the student who requires the modification. A modification that violates test security results in an invalid assessment and the assessment will not be scored. 4 AAC 06.765 (h)

\_\_\_\_ A district shall appoint a team that includes, if practicable, a teacher with experience in teaching students with limited English proficiency to determine the necessary accommodations for students with limited English proficiency under the department's Participation Guidelines for Alaska Students in State Assessments, adopted by reference in 4 AAC 06.775(a) . The team shall document the accommodation decision and may not provide a modification. 4 AAC 06.776(b), *Participation Guidelines*

Read **and initial** each line below. If a line does not apply to you, indicate by writing N/A.

*By initialing I am verifying that I agree to follow these procedures as they apply to my district testing personnel duties.*

<b><u>Data and Test Results</u></b>
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____ All school and district personnel shall maintain the security and confidentiality of electronic test data files, individual student reports, and other testing reports designated as secure. 4 AAC 06.765 (g)
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<b><u>English Language Proficiency Assessment (these regulations apply only to ACCESS)</u></b>
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____ All test administrators for the ACCESS for ELLs assessment must successfully complete the online certification training prior to administering the assessment. 4 AAC 06.765 (f)(2)
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____ District and school personnel will ensure that students identified as limited English proficient (LEP) do <b>not</b> receive direct or indirect linguistic support accommodations while taking the ACCESS for ELLs assessment. 4 AAC 06.775(a); <i>Participation Guidelines, Table 1</i>
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<b><u>College- or Career-Readiness Assessments (CCRA)</u></b>
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____ When administering the college and work preparedness assessment described in 4 AAC 06.717 to students with disabilities, a district shall follow the requirements of this section and the department's <i>Alaska Supplement for WorkKeys Assessment</i> , dated June 2014, adopted by reference. 4 AAC 06.775 (a)
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____ District personnel involved in the administration of the college- or career-readiness assessments will complete all required training provided by the vendor. 4 AAC 06.765 (f)(2)
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____ District personnel involved in the administration of the college- or career-readiness assessments will read and sign all vendor-required test security agreements. 4 AAC 06.765 (f)(3)
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Read **and initial** each line below. If a line does not apply to you, indicate by writing N/A.  
By initialing I am verifying that I agree to follow these procedures as they apply to my district testing personnel duties.

**Alternate Assessment (AA) (these regulations apply only to the Alternate)**

\_\_\_\_ All Qualified Assessors for the Alternate Assessment must successfully complete the online certification training prior to administering the assessment. 4 AAC 06.765 (f)(2)

\_\_\_\_ All Qualified Assessors must participate in the reliability and validity studies and follow vendor requirements for on-site observations and document reviews.

The Alternate Assessment (AA) design requires testing personnel to perform tasks that are considered test security breaches for all other assessments. All testing personnel administering the AA must read and sign the exceptions to regulations listed below to indicate that they understand

- (a) that these exceptions apply **only** to the AA, and
- (b) that the AA relies upon these actions being carried out according to vendor directions.

**Secure Testing Practices: AA**

\_\_\_\_ Qualified Assessors may have access to the test items prior to test administration for the purpose of determining if supportive objects must be provided. *Related Regulation: School personnel at a school test center shall ensure that no individual receives a copy of the test, or learns of a specific test question or item, before the test date and time set by the commissioner, unless knowledge of the question or item is necessary for delivery of accommodations under 4 AAC 06.775. 4 AAC 06.765 (d)(7)*

\_\_\_\_ Qualified Assessors may give increasing levels of support to the student following the guidelines provided in the assessment. *Related Regulation: School personnel at a school test center shall ensure that no examinee is assisted in responding to or review of specific test questions or items before, during, or after a test session. 4 AAC 06.765 (d)(10)*

\_\_\_\_ Qualified Assessors may read aloud test items to the student following the guidelines provided in the assessment. *Related Regulation: Testing personnel shall NOT read test items aloud, silently, or to another individual, unless specified in the test administration directions or specifically required to provide an accommodation to an individual or student group. 4 AAC 06.765 (b)*

**Test Materials Security: AA**

\_\_\_\_ Qualified Assessors will prepare hard copies of the assessment and explanation of answer document; within one week of the test window closure, these materials must be securely destroyed, including deletion of files from computers. *Related Regulation: School personnel at a school test center shall ensure that no test or test question is copied, or reproduced in any manner by an examinee or anyone else. 4 AAC 06.765 (d)(5)*

Read **and initial** each line below. If a line does not apply to you, indicate by writing N/A.  
*By initialing I am verifying that I agree to follow these procedures as they apply to my district testing personnel duties.*

**Assurances:**

\_\_\_\_ I have read and I understand the attached regulations 4 AAC 06.761 Test Administration and 4 AAC 06.765 Test security; consequences of breach.

\_\_\_\_ I understand that in fulfilling obligations to the public, as an educator I shall cooperate in the statewide student assessment system established under 4 AAC 06.710 - 4 AAC 06.790 by safeguarding and maintaining the confidentiality of test materials and information. 20 AAC 10.020 (c)(3)

\_\_\_\_ As a teacher holding a certificate issued under 4 AAC 12, I understand that my actions may be subject to investigation and adjudication by the Professional Teaching Practices Commission if I violate any of the provisions detailed in regulation or testing procedures/manual published by the test publisher. 4 AAC 06.765 (f)(3)

\_\_\_\_ I understand that I am obligated to immediately report any test irregularities and/or breaches of test security to the Associate Test Coordinator at my site or, if appropriate, the District Test Coordinator. 4 AAC 06.765 (h)

*All employees must submit this TSA to their DTC prior to receiving any materials or administering the assessments.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
First and Last name typed or printed clearly